



## HR NEWSLETTER - SPECIAL EDITION

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### EVERYTHING YOU NEED TO KNOW ABOUT WORKDAY - 2<sup>ND</sup> EDITION

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A blue rectangular graphic with the text 'Workday is here!' in white. The word 'here!' is underlined with a curved orange line.

**Workday is  
here!**

### **WHAT YOU NEED TO KNOW:**

#### **Support is Ready and Waiting:**

We're here to support you during this transition. Whether you need technical support or help with HR, Procurement, or Finance, we have dedicated resources ready to assist you.

If you need assistance here are the resources we have developed:

Call: 262-472-2020

Email: [workdaysupport@uww.edu](mailto:workdaysupport@uww.edu)

For Help with **Human Resources** related issues:  
Come to the Human Resources Department for walk in support in Hyer Hall Rm 330 (use the northeast elevator entrance)  
-July 21st – July 25 (M-F): 9:30 – 11:00 a.m.

For help with **Procurement** you can join the Webex office hours [Join Procurement Office Hours](#)  
-Tuesdays, 2:00 – 3:00 p.m.  
-Thursdays, 9:00 – 10:00 a.m.

For help from **Financial Services** you can join the Webex office hours [Join Finance Office Hours](#)  
-Fridays, 9:00 to 10:00 a.m.

## Talent Acquisition

**Time approval works a bit different in Workday compared to HRS.**

- If you are a **Supervisory Organization Manager** you automatically have access to view, edit, and approve time for all the employees in that sup org.
- There is a role, **Unit Timekeeper**, that can be given to an employee that allows them the same view, edit, and approve abilities; **however**, it can only be assigned to a sup org not individual employees.
- If you are assigned the role of Unit Timekeeper for a sup org you will see **ALL** of the employees in the sup org. **Some units may need additional sup orgs created for better supervision/reporting structures and these are being reviewed and discussed but will be an ongoing process.**

**This is a big change from how time approvers were assigned in HRS and it is having the biggest impact on student employees.**

Previously, each employee had at least 2 time and absence approvers – several student employees even had 3 or 4.

- We are happy to move students to a more appropriate supervisory organization but please keep in mind if we move them out of their current sup org that Manager will no longer be able to approve their time.
- The Unit Timekeeper role is **not** designed to serve as a “Backup Approver” but rather a permanent approver of a group of employees.
- In Workday, employees have the ability to **Delegate** their tasks, meaning the Manager can delegate time approving abilities if they will not be able to perform

them for a period of time.

**Instructions on how to delegate tasks as a Manager can be found here:** [How to Delegate Tasks as a Manager](#).

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**ENTERING TIME IN WORKDAY:** To ensure that your hours are sent for approval, make sure you "**Review**" AND "**Submit**" each week, separately. \*\* To see the steps on how to enter time, click this [link](#).\*\*

## **Student Employment**

Student employment hire requests, and appointment changes, will continue to be submitted through the [Student Employment Tool](#). The business process in Workday will continue to evolve and future changes to streamline these tasks may be possible. We will be providing updates regarding the hire status in the Student Employment Tool request, for the time being. To see the latest details, please click the "History" button in the hire request.

Student hires who have a start of July 16, 2025 or later, must complete the I-9 process in Workday **if one is necessary**.

If a student employee receives an alert when entering time, that refers to a 30 hour limit due to the ACA, or if you receive this warning when approving time, please disregard. If you have questions regarding ACA hours, see the [ACA calendar](#) for details and adhere to that policy.

We are actively working on assigning students to the correct Supervisory Organization and reviewing time approver access; this will be ongoing. In the meantime, managers should review and approve time for student employees assigned to them.

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## **Payroll**

### **For All Employees**

[Requesting Time Off in Workday](#) - The Option to enter "No Leave Taken" is now in time off the drop down list.

[View and Print Paystubs](#) - Please note paystubs will not be visible the Friday before payday, like in HRS. They will be visible the Monday before payday moving forward in Workday. For Example: The 7A payroll, will be paid on July

24, 2025, final payroll calculation is July 17, 2025 and will be visible on Workday July 21st, 2025.

[Complete State and Local Tax Withholding Elections](#)

[Add/Edit Direct Deposit](#)

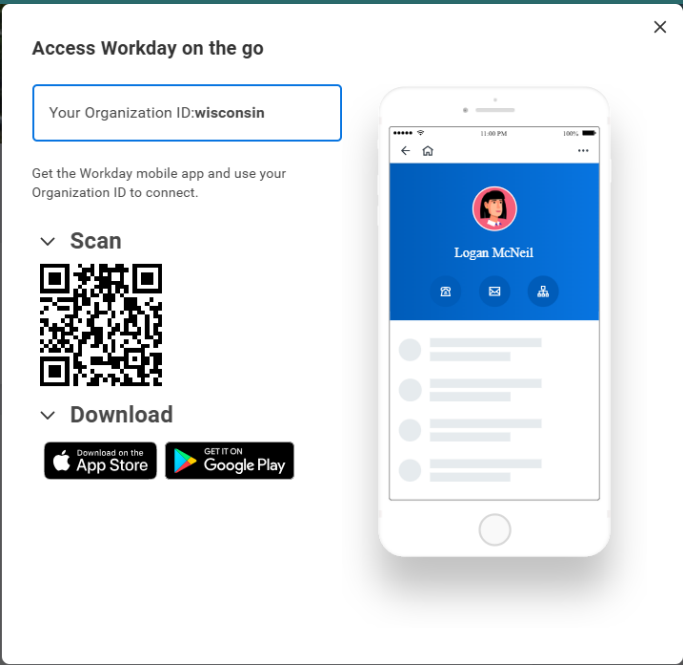
[Enter Banked Leave \(If Eligible\)](#) -This option is expected to be available in Workday the week of July 14

To view your 6B pay statement, for pay date 7-10-2025, you can log into hrs.wisconsin.edu. All future pay statements will be available in Workday at [myworkday.wisconsin.edu](#)

## From The Front Office

**\*\*Further Workday updates can be found in the August Newsletter.\*\***

### Want to download the Workday Mobile App?



### Subject Matter Experts

We all have expertise on certain subjects. Look to see who is the expert for your Human Resource questions!

[Read more](#)

The Human Resources Office is open regular hours Monday - Friday 8:00am - 4:30pm, we request that visitors please call ahead at (262) 472 - 1024 or email [hr@uww.edu](mailto:hr@uww.edu) to schedule an appointment. For more information or questions on any of these subjects, please contact one of our HR Subject Experts.



University of Wisconsin

Whitewater

Human Resources

Hyer Hall 330 | 262-472-1024 | [hr@uww.edu](mailto:hr@uww.edu) | [uww.edu/hr](http://uww.edu/hr)

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